



**Minutes of the Finance and General Purposes Committee Meeting Held at  
Beechen Hall, Wildfell Close, Walderslade on Monday 1 August 2022  
commencing at 7.30 p.m.**

**Councillors present:** V Davies (Chairman), I Davies, C Sheppard, B Hinder and K Macklin together with Mrs D Baylis (Clerk).

1. **Apologies and non-attendance**  
Cllrs P Dengate, D Hollands, P Huntingford, D Hubbard and A Brindle.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**  
None.
3. **Minutes of the meetings of 16 May 2022**  
The minutes of the meeting were agreed.
4. **Matters Arising from the Minutes**
  - 4.1 Any other matters arising from the minutes, but not on the agenda.  
Minute 3585 Item 7. Apps are being put on all staff mobile phones to enable calls to the office to be diverted so a new mobile phone is not now needed.

**As no members of the public were present the meeting was not adjourned.**

5. **Financial Report**
  - 5.1 **Bank Reconciliations**  
The bank reconciliations had been checked by the Chairman prior to the meeting and all bank accounts now reconcile to the cashbook.  
The Committee proposed a vote of thanks to Lissi Watt, the Assistant Clerk Finance for all her hard work on the finance systems.
  - 5.2 **Income and Expenditure by Budget Heading reports**  
Noted.
  - 5.3 **Detailed Balance Sheet**  
Noted.
  - 5.4 **Receipts and Payments 1-30 June 202**  
Noted.  
Cllr Hinder said that he could not find the cheque he paid in for the play equipment he donated on the Receipts. The Clerk would investigate and report back.
  - 5.5 **Parish Councillor Audit**  
Item 21. It was agreed that all laptop passwords would be changed in March and September with all staff having a different password.  
Item 16. It was agreed that Councillors should be reminded not to sign blank cheques every 4 months, in the Finance section of Parish Council meetings.
  - 5.6 **Investments Review**  
This would be looked at in detail at the September meeting.
6. **IT and Website**  
There was no update to report.

7. **Telephone and Broadband**

See 4.1 above.

8. **Policies and Procedures for Review**

It had been previously agreed to defer looking at the Policies relating to staff for one year. These would be looked at in July 2023.

The Clerk was asked to circulate the recent KALC minutes and the current Code of Conduct to members.

9. **Matters for Information**

None.

10. **Matters for Urgent Decision**

- 10.1 The results of the recent drains survey at Beechen Hall showed root infiltration, misalignment and debris. The quote for repairs was £1,400. It was proposed by Cllr K Macklin, seconded by Cllr C Sheppard and all agreed with one abstention, that the quotation for repairs be accepted so that the work could be done.

11. **Items for Next Agenda**

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 9 September 2022. **Noted.**

12. **Date of Next Meeting**

Monday 19 September 2022.

**Noted.**

The Chairman to move that in view of the confidential nature of the business about to be considered that the press and public be excluded from the meeting.

There were no members of the public present.

13. **Personnel Matters**

13.1 TOIL, Training, Leave and Sickness Cover

A verbal report was given.

13.2 Personnel Issues

It was proposed by Cllr V Davies and all agreed that a recommendation be made to the Estate Committee to pay the Parish Caretaker £5.00/hour for on-call hours outside of his normal working hours. A review of hall hire rates was needed to cover this cost.

It was agreed to make the Mileage allowance 45p/mile for all employees. Cllr Macklin would look into Essential Car User allowances for the Parish Caretaker to reflect the amount he needed to use his own vehicle for work purposes.

It was proposed by Cllr V Davies and all agreed that the Assistant Clerk Finance be allowed to work up to 2 additional hours per week on an 'as needed' basis, with a review in six months time to see if this was still needed.

Meeting closed at 8.50 p.m.

Signed as a correct record of the proceedings.

Chairman.....

Date.....